



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

June 3, 2011

ROBERT E. MOOK, TREASURER
DEMOCRATIC CONGRESSIONAL CAMPAIGN
COMMITTEE
430 SOUTH CAPITOL STREET SE, 2ND FLOOR
WASHINGTON, DC 20003

Response Due Date
07/08/2011

IDENTIFICATION NUMBER: C00000935

REFERENCE: APRIL MONTHLY REPORT (03/01/2011 - 03/31/2011)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 6 item(s):

1. Your report discloses \$6,396 in offsets to operating expenditures on Line 15 of the Detailed Summary Page (see attached). Please be advised that if there are not corresponding expenditures for these entries, it may constitute an excessive or prohibited contribution. Please amend your report or provide an explanation for this apparent discrepancy. (11 CFR § 104.3(a)(4)(v))
2. Schedule B of your report discloses a disbursement to "Automatic Data Processing" totaling \$115,326.17 for "Payroll". Please be advised that when itemizing disbursements to companies for payroll services, if the payment to the salary recipient aggregates in excess of \$200 in a calendar year, a memo entry including the name and address of the individual receiving the salary, as well as the date, amount, and purpose of the original disbursement must be provided. Please amend your report to include the missing information or provide clarifying information if memo items are not required. (11 CFR § 104.9)
3. Schedule B of your report discloses disbursements with the purpose of "Stipend" and "Per Diem" that appear to be made from petty cash. Please be advised that disbursements from a petty cash fund to any person or vendor for any single purchase or transaction may not exceed \$100. If payments to the original vendor exceed \$200 in a calendar year, a memo entry including the name of the original vendor as well as address, date, amount, and purpose of

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the original purchase must be provided. Please amend your report to include the missing information or provide clarifying information if memo items are not required. (2 U.S.C. § 432(h)(2) and 11 CFR § 102.11)

4. Schedule B supporting Line 21(b) of your report discloses reimbursements to individuals for expenses other than travel and subsistence. Please be advised that when itemizing reimbursements to individuals for goods or services, if the payment to the original vendor aggregates in excess of \$200 in a calendar year, a memo entry including the name and address of the original vendor, as well as the date, amount and purpose of the original purchase must be provided. Please amend your report to include the missing information or provide clarifying information if memo items are not required. (11 CFR §§ 104.3(b)(3)(i) and 104.9, and Advisory Opinions 1992-1 and 1996-20)

5. Schedule B of your report discloses reimbursements to "Amy Strathdee" for apparent travel and subsistence advances in which the total amount reimbursed exceeds \$500. When the reimbursement amount to staff for travel and subsistence advances exceeds \$500, the payments by staff to any one vendor that make up the reimbursement may have to be itemized. For example, if the related payments to any one vendor aggregate in excess of \$200 for the calendar year, the staff advance payment to the vendor must also be itemized in a memo entry for that reimbursement. Each memo entry must include the complete name and address of the original vendor, as well as the date, amount and detailed purpose of the advance. If itemization is not necessary for a particular reimbursement to staff in excess of \$500, you must indicate so in an amendment to this report. Please amend your report to include the missing or clarifying information. See Advisory Opinion 1996-20 for additional clarification. (11 CFR § 104.9)

6. Your report disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Contributions from other political committees should be properly disclosed on a separate Schedule A, supporting Line 11(c) of the Detailed Summary Page. Please refer to the instructions for each line when determining the proper categorization(s) for your next filing.

Please note, you will not receive an additional notice from the Commission on this matter. Adequate responses must be received by the Commission on or before the due date noted above to be taken into consideration in determining whether audit action will be initiated. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to

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taking enforcement action. **Requests for extensions of time in which to respond will not be considered.**

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1141.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Buckley", with a stylized flourish at the end.

Daniel Buckley
Senior Campaign Finance Analyst
Reports Analysis Division

Offsets Received Without Prior Disbursement**Democratic Congressional Campaign Committee (C00000935)**

Name	Date	Amount	Description
Aronin, Gregory	3/31/2011	\$220.00	REIMBURSEMENT Events/Meetings
Avila, Ann Warne	3/31/2011	\$220.00	REIMBURSEMENT Events/Meetings
Berzok, Matthew	3/31/2011	\$154.00	REIMBURSEMENT Events/Meetings
Bonitt, John	3/31/2011	\$77.00	REIMBURSEMENT Events/Meetings
Brener-Schmitz, Nicole	3/31/2011	\$154.00	REIMBURSEMENT Events/Meetings
Budd, Marlene	3/28/2011	\$566.00	REIMBURSEMENT Travel
Burke, Stoney	3/31/2011	\$220.00	REIMBURSEMENT Events/Meetings
Chiller, Matthew	3/31/2011	\$154.00	REIMBURSEMENT Events/Meetings
Chirico, Anthony	3/31/2011	\$77.00	REIMBURSEMENT Events/Meetings
Cohen, Jeff	3/31/2011	\$154.00	REIMBURSEMENT Events/Meetings
Estes, Carroll	3/31/2011	\$77.00	REIMBURSEMENT Events/Meetings
Fox, Elizabeth	3/31/2011	\$77.00	REIMBURSEMENT Events/Meetings
Fraser, James	3/31/2011	\$154.00	REIMBURSEMENT Events/Meetings
Gaginis, Chris	3/31/2011	\$77.00	REIMBURSEMENT Events/Meetings
George, Samuel	3/31/2011	\$110.00	REIMBURSEMENT Events/Meetings
Hasan, Rehan	3/31/2011	\$77.00	REIMBURSEMENT Events/Meetings
Ho, Deborah	3/31/2011	\$594.00	REIMBURSEMENT Events/Meetings
James, Deborah	3/31/2011	\$462.00	REIMBURSEMENT Events/Meetings
Kelsay, Brendan	3/31/2011	\$77.00	REIMBURSEMENT Events/Meetings
Kennelly, Barbar	3/31/2011	\$110.00	REIMBURSEMENT Events/Meetings
Lechner, Ira	3/31/2011	\$154.00	REIMBURSEMENT Events/Meetings
Leibham, Nick	3/31/2011	\$77.00	REIMBURSEMENT Events/Meetings
Masiel, Andrew	3/31/2011	\$220.00	REIMBURSEMENT Events/Meetings
Nashban, Adam	3/31/2011	\$220.00	REIMBURSEMENT Events/Meetings
O'Connor, Reilly	3/31/2011	\$77.00	REIMBURSEMENT Events/Meetings
Ordway, Edwin	3/31/2011	\$154.00	REIMBURSEMENT Events/Meetings
Pride, Ann	3/31/2011	\$220.00	REIMBURSEMENT Events/Meetings
Puyallup Tribe of Indians	3/23/2011	\$616.00	REIMBURSEMENT Events/Meetings
Richtman, Max	3/31/2011	\$154.00	REIMBURSEMENT Events/Meetings
Ringo, Durwood	3/31/2011	\$154.00	REIMBURSEMENT Events/Meetings
Schacher, Elizab	3/31/2011	\$77.00	REIMBURSEMENT Events/Meetings
Scheinman, Marti	3/31/2011	\$154.00	REIMBURSEMENT Events/Meetings
Shumaker, Dianne	3/31/2011	\$154.00	REIMBURSEMENT Events/Meetings
Sutton, Julie	3/31/2011	\$154.00	REIMBURSEMENT Events/Meetings